

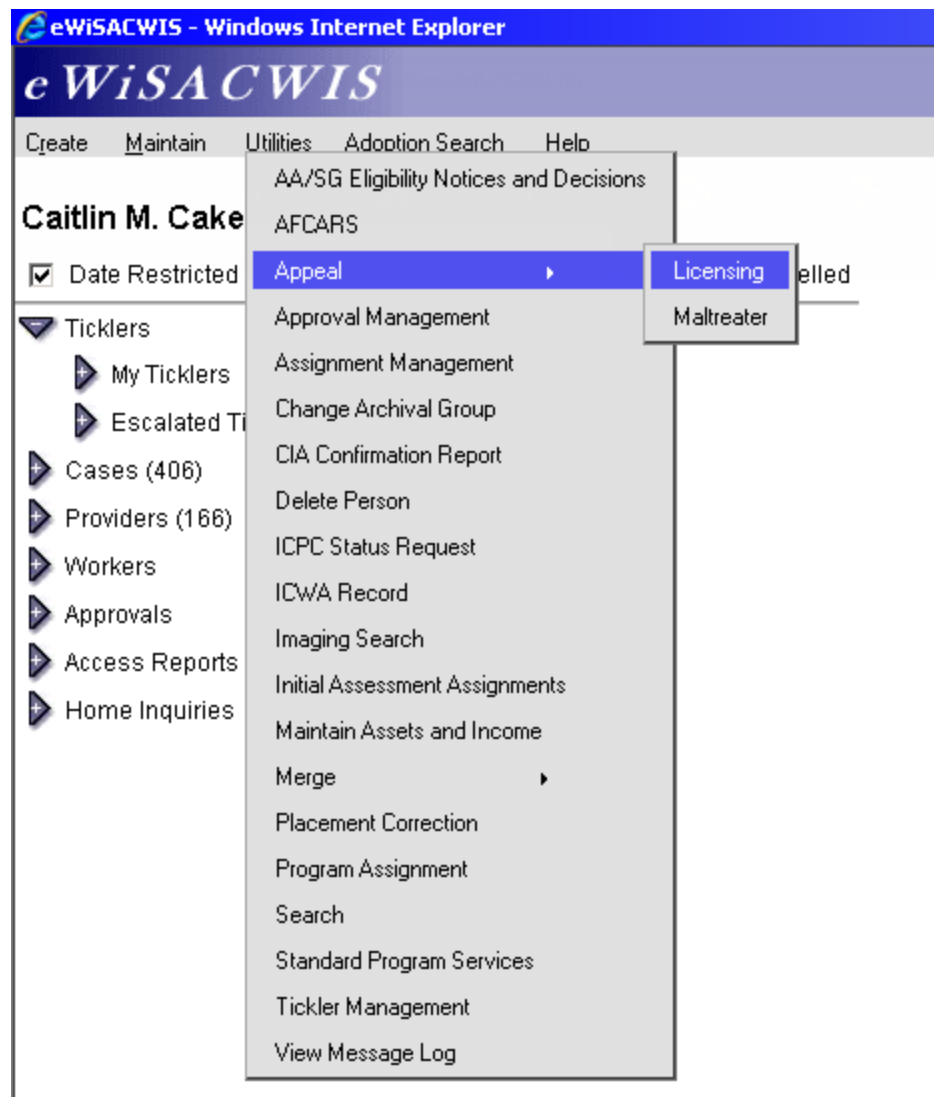
Provider Licensing Appeals

Note: An assignment to the provider record is not needed to document a provider's licensing appeal.

Note: If both foster parents appeal a licensing decision, a separate appeal needs to be documented for each foster parent.

After a foster home license has been denied, non-renewed, or revoked, an appeal can be documented using the provider licensing appeal process.

1. To begin the process of documenting an appeal of a license denial, non-renewal, or revocation, select Utilities > Appeal > Licensing. This will launch the Licensing Appeal Record page.



2. Click the Search hyperlink on the Licensing Appeal Record page to initiate a person search.

The screenshot shows a web browser window titled "Licensing Appeal Record - Windows Internet Explorer". The page header features the "eWiSACWIS" logo and navigation links for "Print", "Spell Check", and "Help". The main content area is divided into two sections: "Person Information" and "Appeal Record". The "Person Information" section contains three input fields labeled "Name:", "DOB:", and "SSN:", followed by a "Search" hyperlink. The "Appeal Record" section is a large, empty rectangular box. At the bottom right of the main content area, there are two buttons labeled "Create" and "Close". The browser's status bar at the bottom shows "Done", a green checkmark icon, and the text "Trusted sites | Protected Mode: Off", along with a zoom level of "100%".

3. Search for the person needed to document the appeal. When search results are returned, select the radio button next to the person's name then click Continue.

Person Search -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Search Criteria

Last Name: First Name: Person ID:
SSN: DOB: Gender:
Street: City: ZIP Code:
☐ Incl. AKA Search Precision: Sort By: **Search**

Record 1 to 3 of 3

Persons Returned

☐ [Muffin, Auntie \(9225705 \)](#) Female 04/30/1976
☒ [Muffin, Blueberry \(9225702 \)](#) C/O: The Muffin Company, 12000 Bakery Street, Hancock Female 06/21/1969 Korean
☐ [Muffin, Poppyseed \(9225703 \)](#) C/O: The Muffin Company, 12000 Bakery Street, Hancock Female 07/18/1967 Vietnamese

Create Continue Close

4. After a person is retrieved, the Licensing Appeal Record page will display all licensing decisions for all home provider record in which the person was a Parent 1, Parent 2, or Licensee and the decision made on the licensing record was denied, non-renewed, or revoked. The Licensing Appeal Record page will display links to the Person Management page; the Licensing page for the home provider where the decision was made to deny, non-renew, or revoke the license; and the Home Provider page.
5. Select the check boxes next to each of the licensing code citations for which the provider is appealing. Click the Create button.

Note: You can only work with one licensing decision (denial, revocation, or non-renewal) at a time). Once a checkbox is selected, the checkboxes under other licensing decisions will be disabled.

Licensing Appeal Record - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Person Information

Name: [Muffin, Blueberry \(9225702\)](#) DOB: 06/21/1969 SSN: [Search](#)

Appeal Record

[Foster Care DCF 56_09/28/2011](#) Provider: [Muffin, Blueberry \(9221684\)](#) Milwaukee

☒ **Revoked:** 56.05(1)(a) 3. PERSONAL REQUIREMENTS AND BACKGROUND.
No appeals have been created for this revocation.

☒ **Revoked:** 56.08(7)(a) 1. FIRE PROTECTION.
No appeals have been created for this revocation.

☐ **Revoked:** 56.13(5)(a) 1. f. LEVEL 3 MODERATE TREATMENT FOSTER HOME.
No appeals have been created for this revocation.

[Application Activity_07/08/2011](#) Provider: [Muffin, Blueberry \(9221684\)](#) Milwaukee

☐ **Denied:** 56.17(2) RESPONSIBILITIES.
No appeals have been created for this denial.

☐ **Denied:** 56.23(3) EXCEPTIONAL PAYMENT.
No appeals have been created for this denial.

[Create](#) [Close](#)

Done Trusted sites | Protected Mode: Off 100%

6. Clicking the Create button will launch the Licensing Appeal Details page. The Licensing Appeal Details page displays links to the Person Management and Home Provider pages.
7. Select the type of appeal which occurred from the Appeal Type field.

Licensing Appeal Details -- Webpage Dialog

eWiSACWIS Print Spell Check Help

General Information

Person: [Muffin, Blueberry \(9225702\)](#) DOB: 06/21/1969 SSN: [redacted]
 Provider: [Muffin, Blueberry \(9221684\)](#) Licensing Decision: Revoked Licensing Decision Date: 09/28/2011

Appeal Information

Appeal Type: [dropdown] Appeal Decision Date: 00/00/0000

Description	Appeal Status
56.05(1)(a) 3. PERSONAL REQUIREMENTS AND BACKGROUND.	Pending [dropdown]
56.08(7)(a) 1. FIRE PROTECTION.	Pending [dropdown]

Comments

Imaging

Type	Date

Options: [dropdown] [Go]

Add/Edit **Insert** **Save** **Close**

8. Select the appropriate Appeal Status (result) for each licensing citation.

Note: When an Appeal status selection other than 'Pending' is chosen, the Appeal Decision Date field is required. An appeal record cannot be approved if at least one row is still in 'Pending' status.

9. Enter a date in the Appeal Decision Date field.
10. Record the details of the appeal in the Comments narrative section.
11. Click the Save button.

12. If necessary, additional rows can be added to the page by clicking the Add/Edit button to launch the Appeal Selection page.
13. Click the Add/Edit button to launch the Appeal Selection page. Selections displayed on the Licensing Appeal Details record will be pre-selected on this page.
14. Select the additional checkbox(es) needed for the appeal record.
15. Select the Continue button to return to the Licensing Appeal Details page.

Appeal Selection -- Webpage Dialog

eWiSACWIS Print Spell Check Help

General Information

Person: [Muffin, Blueberry \(9225702\)](#) DOB: 06/21/1969 SSN:
Provider: [Muffin, Blueberry \(9221684\)](#) Licensing Decision: Revoked Licensing Decision Date: 09/28/2011

Denial, Non-Renewal, or Revocation Reason(s)

Select	Description
<input checked="" type="checkbox"/>	56.05(1)(a) 3. PERSONAL REQUIREMENTS AND BACKGROUND.
<input checked="" type="checkbox"/>	56.08(7)(a) 1. FIRE PROTECTION.
<input type="checkbox"/>	56.13(5)(a) 1. f. LEVEL 3 MODERATE TREATMENT FOSTER HOME.

Continue Close

16. To add an image document to the Licensing Appeal Details page, click the Insert button in the Imaging group box to launch the Imaging page.

Licensing Appeal Details -- Webpage Dialog

eWiSACWIS Print Spell Check Help

General Information

Person: [Muffin, Blueberry \(9225702\)](#) DOB: 06/21/1969 SSN:
Provider: [Muffin, Blueberry \(9221684\)](#) Licensing Decision: Revoked Licensing Decision Date: 09/28/2011

Appeal Information

Appeal Type: Appeal Decision Date:

Description	Appeal Status
56.05(1)(a) 3. PERSONAL REQUIREMENTS AND BACKGROUND.	<input type="text" value="Upheld"/>
56.08(7)(a) 1. FIRE PROTECTION.	<input type="text" value="Upheld"/>
56.13(5)(a) 1. f. LEVEL 3 MODERATE TREATMENT FOSTER HOME.	<input type="text" value="Pending"/>

Comments

Imaging

Type	Date
------	------

Options:

17. Enter a date in the Date of Document field.
18. Make a selection from the Type field.
19. Click the Browse button. Find the document needed and upload to the page in the File Name field.
20. If applicable, enter text in the Comments field.
21. Click Save and Close to return to the Licensing Appeal Details page.

The screenshot shows a web application window titled "Imaging -- Webpage Dialog". The header bar is purple and contains the logo "eWiSACWIS" and navigation links: "Print", "Spell Check", "Help", and a question mark icon. The main content area is divided into two sections: "Provider Details" and "Image Details".

Provider Details:

- Provider: Muffin, Blueberry (9221684)
- Worker: Caitlin M. Cake

Image Details:

- Date of Document: 00/00/0000
- Effective To: 00/00/0000
- Category: Licensing Appeal
- Type: [Dropdown menu]
- License: 09/28/2011 Revocation
- File Name: [Text field] [Browse... button]
- Name: Muffin, Blueberry
- Comments: [Text area]
- Last Updated By: [Text field]

At the bottom right of the form are three buttons: "Create", "Save", and "Close". A "Delete" button is located near the "Last Updated By" field.

22. To approve the Licensing Appeal Details page, select Approval from the Options drop-down then click Go.
23. On the Approval History page select the Approve radio button then click Continue.
24. Save the Licensing Appeal Details page. Click Close.

Licensing Appeal Details -- Webpage Dialog

eWiSACWIS
Print
Spell Check
Help

General Information

Person: Muffin, Blueberry (9225702)	DOB: 06/21/1969	SSN:
Provider: Muffin, Blueberry (9221684)	Licensing Decision: Revoked	Licensing Decision Date: 09/28/2011

Appeal Information

Appeal Type: Division of Hearings and Appeals (DHA)	Appeal Decision Date: 09/30/2011
--	---

Description	Appeal Status
56.05(1)(a) 3. PERSONAL REQUIREMENTS AND BACKGROUND.	Upheld
56.08(7)(a) 1. FIRE PROTECTION.	Upheld
56.13(5)(a) 1. f. LEVEL 3 MODERATE TREATMENT FOSTER HOME.	Upheld

Add/Edit

Comments

Imaging

Type	Date
Order/Decision for Appeal	09/30/2011

Insert

Options: Go
Save Close

25. Once a license appeal record has been approved, a link to the record will display on the License Appeal Record page. The checkbox beside each row will be enabled – allowing another appeal to be created. Clicking the View link will launch the licensing appeal detail record in view only mode.

Licensing Appeal Record - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Person Information
Name: [Muffin, Blueberry \(9225702\)](#) DOB: 06/21/1969 SSN: [Search](#)

Appeal Record
[Foster Care DCF 56_09/28/2011](#) Provider: [Muffin, Blueberry \(9221684\)](#) Milwaukee

<input type="checkbox"/>	Revoked: 56.05(1)(a) 3. PERSONAL REQUIREMENTS AND BACKGROUND.
	Division of Hearings and Appeals (DHA) 09/30/2011 Upheld View
<input type="checkbox"/>	Revoked: 56.08(7)(a) 1. FIRE PROTECTION.
	Division of Hearings and Appeals (DHA) 09/30/2011 Upheld View
<input type="checkbox"/>	Revoked: 56.13(5)(a) 1. f. LEVEL 3 MODERATE TREATMENT FOSTER HOME.
	Division of Hearings and Appeals (DHA) 09/30/2011 Upheld View


[Application Activity_07/08/2011](#) Provider: [Muffin, Blueberry \(9221684\)](#) Milwaukee

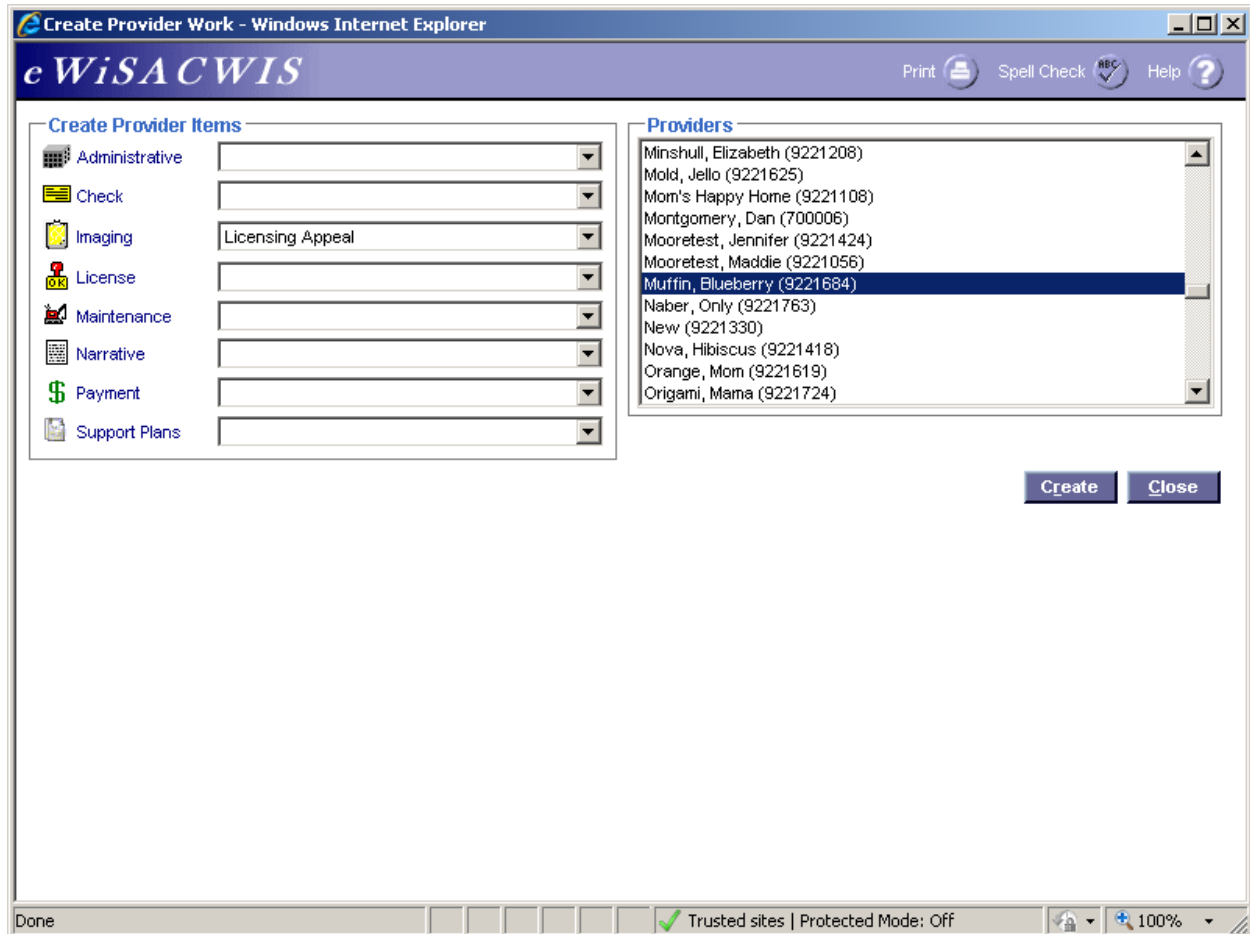
<input type="checkbox"/>	Denied: 56.17(2) RESPONSIBILITIES.
	No appeals have been created for this denial.
<input type="checkbox"/>	Denied: 56.23(3) EXCEPTIONAL PAYMENT.
	No appeals have been created for this denial.

Create Close

Done Trusted sites | Protected Mode: Off 100%

Creating a Licensing Appeal Image from Create Provider Work

1. From the desktop, select the Create > Provider Work, or click the  button.
2. On the Create Provider Work page, select Licensing Appeal from the Imaging category and select a provider. Then click the Create button. This will open the Imaging page.



3. On the Imaging page, enter the Date of Document.

Imaging - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Provider Details

Provider: Muffin, Blueberry (9221684) Worker: Caitlin M. Cake

Image Details

Date of Document: 09/30/2011 Effective To: 09/30/2012

Category: Licensing Appeal

Type: Request for Appeal

License: 09/28/2011 Revocation

File Name: homestudy.rtf [View](#)

Browse...

Name: Muffin, Blueberry

Comments: Enter text here.

Last Updated By: [Delete](#)

[Create](#) [Save](#) [Close](#)

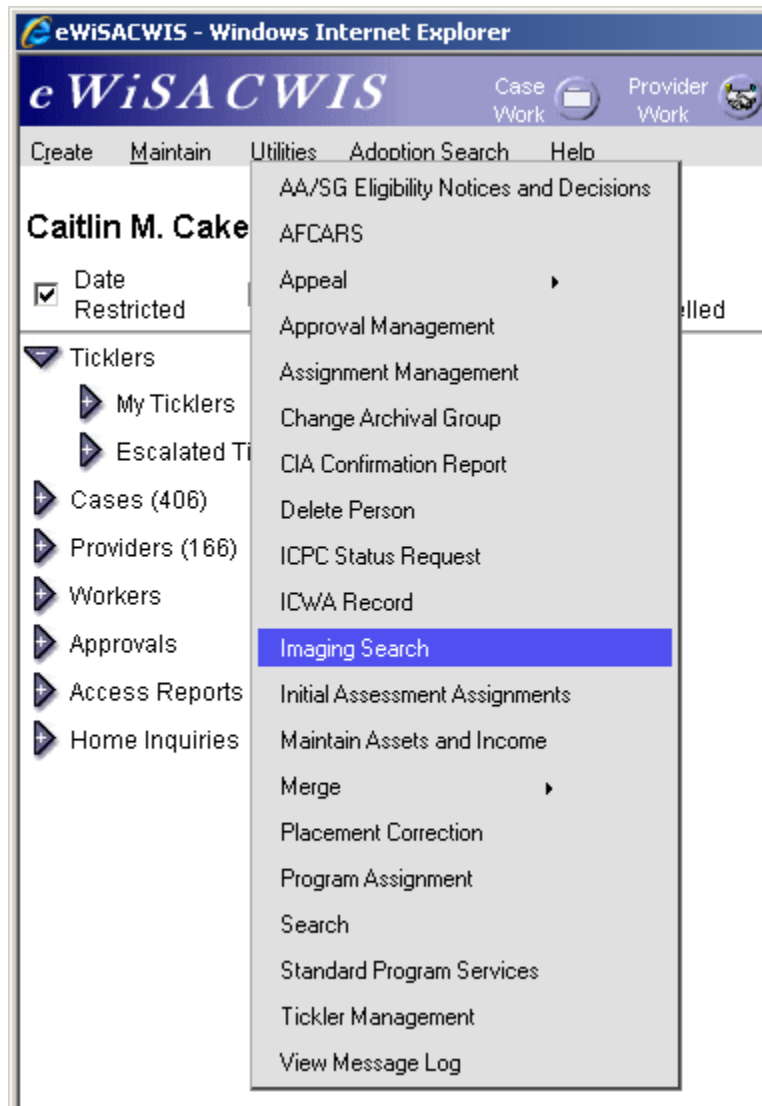
Done Trusted sites Protected Mode: Off 100%

4. Select a Type and make a selection from the License field.
5. Click the Browse button. On the Choose File to Upload page, select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.
6. In the Name drop-down, select the provider member for whom the licensing appeal document is for. Enter any comments in the Comments field.
7. Click Save and Close.

The saved image will display under the Licenses icon of the associated provider outline.

Creating a Licensing Appeal Image from Imaging Search

1. From the desktop, select Utilities > Imaging Search. This will open the Imaging Search page.



2. On the Imaging Search page, select Provider in the Search by drop-down. This will open the Provider Search page.

The screenshot shows a web browser window titled "Imaging Search - Windows Internet Explorer". The page has a purple header with the "eWiSACWIS" logo. Below the header, there is a "Search Criteria" section with the following fields:

- Search by:** A dropdown menu with "Provider" selected.
- Name:** A text input field.
- Start Date:** A date picker set to "10/01/2010".
- End Date:** A date picker set to "10/01/2011".
- Category:** A text input field.
- Type:** A text input field.

Below these fields are two large empty rectangular boxes. A note below them says "Hold down the 'Ctrl' key for multi-selection". A "Search" button is located to the right of these boxes. Below the search criteria section is a "Results" section, which is currently empty. At the bottom right of the results section are "Create" and "Close" buttons. The browser's status bar at the bottom shows "Done", "Trusted sites", "Protected Mode: Off", and a zoom level of "100%".

3. On the Provider Search page, enter the Provider Name or Provider ID to conduct your search and click Search. In the Providers Returned group box, select the radio button next to the correct provider and click the Continue button.

Provider Search -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Search Criteria

Provider Name: First Name: Provider ID:

Parent Agency ID: Provider Type: ☐ Search Providers of Parent Agency


Site #: County: ZIP Code:

☒ Date Restricted ☐ View Not Approved/Cancelled Search Precision: Low Med High

Search

Record 1 to 1 of 1

Providers Returned

☒  Muffin, Blueberry (9221684) Restricted Provider

Open Edo Lemon Foster Home 11/12/2009 Daisy, Dan Des: Milwaukee License Status: Denied

Continue **Close**

4. This will bring you back to the Imaging Search page. The page will now display all scanned documents for the provider. The results will display all documents from the past year, unless the Start Date and End Date have been changed. To add a previously scanned document, select the Category of Licensing Appeal and select the Type of document. Click Create.

The screenshot shows the 'eWiSACWIS' web application running in a Windows Internet Explorer browser. The page title is 'Imaging Search - Windows Internet Explorer'. The browser's address bar shows the URL 'http://www.wisacwis.com/ImagingSearch.aspx'. The page has a purple header with the 'eWiSACWIS' logo and navigation links: Errors, Print, Spell Check, and Help. The main content area is titled 'Search Criteria' and contains the following fields:

- Search by:** A dropdown menu set to 'Provider'. Next to it is the text 'Name: Muffin, Blueberry (9221684)' and a link 'Provider Search'.
- Start Date:** A date field set to '10/01/2010'.
- End Date:** A date field set to '10/01/2011'.
- Category:** A list box with four options: 'Background Check', 'Licensing', 'Licensing Appeal' (which is selected), and 'Provider'.
- Type:** A list box with two options: 'Order/Decision for Appeal' (which is selected) and 'Request for Appeal'.

Below the list boxes, there is a text prompt: 'Hold down the 'Ctrl' key for multi-selection'. To the right of the list boxes is a 'Search' button. Below the search criteria section is a large empty box labeled 'Results'. At the bottom right of the page are two buttons: 'Create' and 'Close'. The browser's status bar at the bottom shows 'Done', a green checkmark icon, and the text 'Trusted sites | Protected Mode: Off'. The zoom level is set to 100%.

5. On the Imaging page, enter the Date of Document.
6. If you did not select the Type on the Imaging Search page, select the Type. Make a selection from the License field. This list includes all instances denials, revocations, and non-renewals for the provider.

Imaging -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Provider Details

Provider: Muffin, Blueberry (9221684) Worker: Caitlin M. Cake

Image Details

Date of Document: 09/05/2011 Effective To: 09/04/2012

Category: Licensing Appeal

Type: Order/Decision for Appeal

License: 09/28/2011 Revocation

File Name: homestudy.rtf [View](#)

Browse...

Name: Muffin, Poppyseed

Comments: Enter text here.

Last Updated By:

7. To attach a previously scanned document, select the Browse button. This will open the Choose File to Upload pop-up. Select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.
8. Prior to saving the Imaging page, you can view the document by selecting the View hyperlink next to the File Name.
9. In the Name drop-down, select the provider member for whom the licensing appeal document is for. Enter any comments in the Comments field.
10. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
11. At this point, you can add a new image for this provider by selecting the Create button. If the image is incorrect for any reason, click Delete to remove the image.

Viewing the Appeals History

Once a pending or approved licensing appeal has been documented, an Appeals tab will display on the Licensing page.

1. Open the Licensing page for which the appeal record has been created from the desktop under the Providers expandable section.



2. Click the Appeals tab.

Licensing - Windows Internet Explorer

eWiSACWIS TM Print Spell Check ABC Help ?

Basic

Home: [Muffin, Blueberry \(9221684\)](#) Worker: Dan Daisy
Completion Date: 08/05/2011 Status: Revoked Designated County: Milwaukee
[Negative Action](#)

Application Activity License Information Services **Appeals**

Parent 1

Name: [Muffin, Blueberry \(9225702\)](#) License Status: Revoked

Description	Appeal Type	Appeal Decision Date	Appeal Status
56.05(1)(a) 3. PERSONAL REQUIREMENTS AND BACKGROUND.	Division of Hearings and Appeals (DHA)	09/30/2011	Upheld
56.08(7)(a) 1. FIRE PROTECTION.	Division of Hearings and Appeals (DHA)	09/30/2011	Upheld
56.13(5)(a) 1. f. LEVEL 3 MODERATE TREATMENT FOSTER HOME.	Division of Hearings and Appeals (DHA)	09/30/2011	Upheld

Parent 2

Name: [Muffin, Poppyseed \(9225703\)](#) License Status: Revoked

Description	Appeal Type	Appeal Decision Date	Appeal Status
No appeals have been created for this applicant/licensee.			

[Save](#) [Close](#)

Done Trusted sites | Protected Mode: Off 100%

- When a licensing appeal record exists, the licensing activity history on the License Activity tab of the Home Provider page will indicate that the licensing record is under appeal when Appeal displays next to the licensing record.

Home Provider - Windows Internet Explorer

eWiSACWIS TM Print Spell Check Help

Basic

Name: Blueberry Muffin (9221684) Open Date: 11/12/2009 Type: Foster Home Status: Open

Lcns. Type: Not Licensed Lcns. Agency: Not yet licensed ☒ Restricted Provider

Home Members Characteristics Services Training **License Activity** Closing History

Application Activity

Application Status	Application Type	Date Application Provided to Family	Date Completed Application Received	Decision	Decision Date
Reapply following revocation	Foster Care	07/01/2011	07/08/2011	Denied	07/08/2011

License Activity

Effective From	Effective To	License Type - Certification Level	License Status	Designated County
08/03/2011	09/28/2011	Foster Care - DCF 56 - Level 1 (Appeal)	Revoked	Milwaukee

[Save](#) [Close](#)

Done Trusted sites | Protected Mode: Off 100%